



**Department of Corrections**  
**ADMINISTRATIVE BULLETIN**

**Subject: CHANGES IN  
PLACEMENT PROCEDURES FOR  
THE RESTITUTION CENTER**

**Number:**

**92/1**

**Date Issued:**

**January 3, 1992**

**Cancelled Effective:**

The purpose of this Administrative Bulletin is to modify and clarify the procedures for identifying and approving inmates for placement in the restitution center program in Los Angeles.

Interim Instructional Memorandum (IIM) 90/4 and Administrative Bulletin (AB) 90/68 identified the procedures and criteria for placement of male inmates into the restitution center program. In order to ensure that inmates are efficiently identified for such placement and that they are placed readily into this facility, the following changes shall be implemented immediately.

1. At reception centers the counselor shall indicate the inmate's eligibility status in the appropriate section of the Institution Staff Recommendation Summary (ISRS) (Department Operations Manual, Section 61030.6.2). Currently, only those inmates committed from counties in Parole Regions III and IV shall be eligible for placement in the restitution center.
2. If the inmate meets the criteria for placement in the restitution center and the Classification Services Unit's (CSU) "Do's and Don'ts" sheet indicates vacancies in the restitution center program, the Classification Staff Representative (CSR) shall endorse inmate placement in the restitution center. Placement in the restitution center shall no longer require preapproval for the program by restitution center staff prior to the inmate's placement into the program. The CSR shall review the case in accordance with established criteria and upon recommendation by restitution center staff.
3. The inmate's sentencing Abstract of Judgment (Minute Order) shall include a restitution order by the court or the inmate shall advise the correctional counselor that he/she voluntarily agrees to make restitution to the victim(s) or to the State Indemnity Fund via the State Board of Control (Government Code Section 13967). This information shall be contained in the ISRS or shall subsequently be identified as eligible at a general population facility and shall be reflected in the CSR referral chrono. A written voluntary agreement to participate in the program signed by the inmate shall not be required.
4. As part of the classification process at general population facilities, inmates shall be reviewed for placement eligibility at the restitution center program. If the inmate is determined to meet the criteria for placement in the restitution center, the case shall be referred to the CSR for endorsement.
5. If the inmate is endorsed for placement at the restitution center (with an endorsement code of LA-CCC), the Classification and Parole Representative (C&PR) or Correctional Counselor III shall coordinate the transfer of the inmate. All inmates endorsed for placement in the



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restitution center shall be transferred to the California Institution for Men, Minimum Facility (CIM-Min) on en route status to the restitution center, except for those located at one of the restitution centers at CIM. As indicated in IIM 90/4, the sending facility shall ensure that those central file documents required to accompany the inmate to the restitution center are to be prepared as a field file packet prior to the inmate's transfer. CIM shall not be responsible for preparing these documents in that the inmate's central files are forwarded to the parole region records offices directly from the sending facilities.

6. When the inmate is received at CIM-Min, the C&PR shall notify restitution center staff and coordinate transportation arrangements by the Parole Region III Transportation Unit. CIM-Min shall not be responsible for conducting a medical clearance examination or a Holds clearance via California Law Enforcement Telecommunications System (CLETS). These clearances shall have been completed prior to the inmate's transfer from the sending facility.

In order to ensure that there is a regular waiting list of eligible inmates endorsed to the restitution center, the CSRs shall routinely reference the CSR's "Do's and Don'ts" for the need to endorse cases. In addition, there shall be consistent coordination between the restitution center administrator and the C&PR of CIM-Min for placement of inmates.

Please inform all persons concerned of the contents of this bulletin which shall remain in effect until incorporated into the appropriate section of the Department Operations Manual. Please direct any inquiries regarding this bulletin to Tom Goughnour, Program Administrator, Classification Services Unit, at (916) 322-2544 or ATSS 492-2544 or (213) 620-5371 or ATSS 640-5371.

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